



## **DIRECTOR OF PERSONNEL**

### **ADMINISTRATIVE REGULATION NO. 151**

### **EMPLOYEE COVID-19 VACCINATION**

*Issued: August 18, 2021*

#### **I. PURPOSE**

The purpose of this administrative regulation is to establish guidelines and procedures pertaining to the vaccination of employees for COVID-19.

#### **II. VACCINATION STATUS**

- A. All Civil Service employees will be required to submit a Vaccination Declaration Form regarding their vaccination status for the COVID-19 virus no later than October 15, 2021.
- B. The Vaccination Declaration Form must be submitted by the employee at [www.stlouis-mo.gov/vaccine-declaration](http://www.stlouis-mo.gov/vaccine-declaration) or in person at the Department of Health at 1520 Market Street, Room 4051. Said form can also be obtained from the payroll specialist or other designated employee of the employee's department/division.
- C. If the employee has indicated on said Vaccination Declaration Form that they are fully vaccinated, the employee shall also complete a HIPAA-compliant release, which will authorize the City to verify the vaccination of said employee with the State of Missouri or other state. Said form can be obtained from the payroll specialist or other designated employee of the employee's department/division. The employee must deliver the completed HIPAA-compliant release to the payroll specialist, the employee designated by the appointing authority or to the Department of Health at 1520 Market Street, Room 4051, no later than October 15, 2021.
- D. If the employee indicates on said Vaccination Declaration Form that they are not fully vaccinated, the employee will be subject to weekly testing for the COVID-19 virus until they are fully vaccinated. Employees who have previously reported that they are not fully vaccinated must update their status once they are fully vaccinated.
- E. An employee who has a disability or a religious belief that prevents them from receiving the COVID-19 vaccine will be subject to the weekly testing described below.
- F. Failure of an employee to complete a Vaccination Declaration Form and/or a HIPAA-compliant release by October 15, 2021, shall result in a pre-termination review hearing being scheduled for the employee.

- G. Employees hired on or after October 15, 2021, shall be required to complete a Vaccination Declaration Form and HIPAA-compliant release no later than the first day they report for duty. If the employee is not fully vaccinated they shall be subject to the testing provisions noted below.

### **III. TESTING**

- A. Employees who are not fully vaccinated by October 15, 2021, will be subject to weekly testing by the Department of Health until such time the employee is fully vaccinated. Fully vaccinated means that the employee has received two (2) doses of the Moderna vaccine or Pfizer vaccine or one (1) dose of the Johnson & Johnson vaccine and fourteen (14) days have passed since the employee received the final dose of the Moderna or Pfizer vaccine or a dose of the Johnson & Johnson vaccine.
- B. Employees will be required to report to the Department of Health at 1520 Market Street on October 22, 2021, for testing unless otherwise notified by their appointing authority. At the time of testing employees will also be required to complete a HIPAA-compliant release authorizing release of the testing results.
- C. If an employee is unable to appear for their scheduled testing appointment because they are on approved leave, in advance of the scheduled test date, said employee must submit a request to their appointing authority or their designee asking for their test to be rescheduled. If the employee fails to appear and be tested at the Department of Health on the rescheduled test date, they will be placed on forced leave and scheduled for a pre-termination review.
- D. If the employee fails to appear for their scheduled testing appointment and is not on approved leave they will be placed on forced leave and scheduled for a pre-termination review.
- E. As part of the testing process, the employee will be required to complete a HIPAA-compliant release authorizing the release of the test results. If an employee refuses to execute a HIPAA-compliant release, a pre-termination review will be scheduled for said employee.
- F. Testing of employees will take place when an employee is on duty. If the employee is required to report when off duty, the employee shall be compensated if authorized under the compensation ordinance and/or pay regulations promulgated by the Department of Personnel. An appointing authority, with the approval of the Department of Personnel, may change an employee's work hours in order to enable said employee to be tested during work hours.

### **IV. FALSIFICATION**

Employees who provide false information or make false statements in connection with the vaccine declaration form or the testing process will be scheduled for a pre-termination review.

## **V. QUESTIONS**

Questions regarding vaccination status or testing should be directed to the Department of Health at (314) 657-1499 or at [Health@stlouis-mo.gov](mailto:Health@stlouis-mo.gov). Other questions regarding this administrative regulation should be directed to the Personnel Services Section of the Department of Personnel at (314) 622-5798.

### **DEPARTMENT OF PERSONNEL**

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